

## **HQ Western Region ROTC**

### **Training Ammunition Request (cheat sheet)**

1. Log in to the TAMIS-R Live site <https://tamis.army.mil>
2. Once logged in click on "Manage" to get to the Manage menu
3. Click "TAR" to get to the Training ammunition Request menu
4. Click "Create New TAR"
5. Click on "Your School" on the left side of the screen
6. Allow time for TAMIS-R to load the "Create New Request screen"
7. Input all required info:
  - Document Number (first 6 characters are your DODAAC)
  - Requested Pick-up Date
  - Requested Pick-up Time
  - Training Start date
  - Training End Date
  - Country
  - At a minimum you will select the country. Other fields can be input. If when it comes to DODIC selection you do not see an Authorized DODIC try removing the "training Area, Installation/Area or location.
8. Click "Continue"
9. Input all Required Info:
  - Select ASP From pull down menu
  - Select training event code from pull down menu; Use "TRP"
  - Mission Event code is not needed

- Highlight DODIC's you want on the document. Keep in mind that Live and blank/Pyro cannot be on the same request
- Leave "local Use" and "Doc Serial No." Blank
- Select Standard priority

10. Click "Continue"

11. Click Appropriate comments for your document

12. Click "Continue"

13. Verify all info is correct on the "Creating New Request" Screen

14. Insert any comments you need in the remarks block.

15. Input Quantity of requested ammo in the "Request" block

16. Click "Submit Request"

17. Click on desired method for signature

- For ePersona;
- Click ePersona
- A 581 will be displayed in the Pop up window. Block 13C should have a "Blue Pen"(if Not your digital signature software is not installed)
- Click the "Blue Pen" This will pop up a window asking where to look for your ePersona digital signature. Once you find your file (it should end in .cps)
- Enter Password
- Click "submit"
- This will display a list of people that where notified of your request.
- For CAC signature
- Click CAC, Insert Card in CAC reader

- A 581 will be displayed in the Pop up window. Block 13C should have a "Blue Pen"(if Not your digital signature software is not installed)
  - Click the "Blue Pen" This will pop up a window asking which file on your card to use. Select the one that does not say Email.
  - Enter your PIN
  - Once your CAC info is displayed on the TAR click "submit"
  - This will display a list of people that where notified of your request.
18. Your request is now complete. You should receive an Email notification each time your request is Validated, approved, disapproved or accepted.
19. Once your Request has been accepted by the ASP contact them to verify your appointment and any other requirements.

More information can be found in the TAMIS-R User Manual.